



# **Training and Development Policy**

## **Introduction**

Chiseldon Parish Council is committed to ensuring its Councillors and Staff are trained to the highest standard and therefore achieve their full potential. In order to support this, funds are allocated to a training budget each year. Prospective councillors and applicants for senior office posts will be made aware of the content of this policy and the expectations placed upon them contained within it.

### **Chiseldon Parish Council's intention is to:**

- a) support and encourage the training and the development of knowledge of councillors and employees to help achieve the objectives of the council.
- b) regularly review the needs of councillors and employees.
- c) plan training and development opportunities and budget accordingly.

### **Training and Development for Councillors**

Chiseldon Parish Council will endeavor to facilitate:

- a) attendance at induction sessions (usually held by the Wiltshire Association of Local Councils (WALC)) explaining the role of the council, councillors, and the Clerk & RFO.
- b) Supply copies of the Standing Orders, Financial Regulations, Code of Conduct, policies of the council and any other information deemed relevant to new councillors.
- c) access to relevant courses provided by bodies such as the WALC.
- d) expenses for attending briefings, consultations, and other general meetings for councillors in the local area.
- e) circulation of briefings, newsletters, and magazines.

Councillors will be encouraged to attend training to help them operate and develop as a councillor at least annually.

### **Training & Development for the Clerk & RFO to Council**

The Council will ensure:

- a) attendance at an induction session explaining the role of the council, councillors, Clerk & RFO, and other staff.
- b) provision of copies of the standing orders, financial regulations, code of conduct, policies of the council and any other information deemed relevant.
- c) provision of any other training relevant to the proficient discharge of their duties such as information technology, legal powers, finance and understanding the planning system.
- d) expenses for attending relevant conferences and seminars of bodies such as the Society of Local Council Clerks, the National Association of Local Councils and WALC
- e) subscription to relevant publications, advice services and membership of relevant local council associations
- f) provision of Local Council Administration by Arnold-Baker and Claydon, and other relevant publications, which will remain the property of the Council.
- g) provision of suitable mentoring if required (this may be via telephone, email, online meeting or in-house).

The Council will encourage the Clerk & RFO to Council to:

- gain the Certificate in Local Council Administration (CiLCA) and further qualifications.
- participate in local Clerk forums and events.
- represent Wiltshire as a branch officer or new clerks' mentor.

The Council will endeavor to support the Clerk & RFO to Council's professional development, which might include:

- a) financial assistance towards the cost of tuition, examinations, and resource materials
- b) allocated study leave
- c) time off for any relevant learning courses or examinations.

Such support is entirely at the discretion of the Council or, as appropriate, Finance Committee.

### **Training and Development of Staff**

Chiseldon Parish Council will ensure:

- a) all new members of staff joining the Council will receive an induction consisting of parish tours to visit key landmarks in the parish.
- b) annual performance review which will include consideration for future training and opportunities to develop additional skills to support the Council.
- c) to ensure that the working environment and mental positivity are maintained.

### **Training, Development and safety of Volunteers**

Chiseldon Parish Council will ensure:

- a) provide Health and Safety/risk assessment facts. To ensure that the volunteer remains safe and informed at all times.
- b) maintain training in the skills and knowledge as the post requires.

### **Review of Training & Development Needs**

Training requirements for Councillors will usually be identified by themselves, the Chairman and Clerk & RFO to Council. Opportunities to attend courses will be investigated by the Clerk & RFO to Council and brought to the attention of the Finance Committee.

Training needs for staff will be identified from:

- induction and probationary periods
- one-to-ones
- appraisals
- annual strategic planning – such as strategy meetings and budget setting periods.

### **Budget for Training**

An allocation will be made in the budget each year as needed for training and development, based on a review of training and development needs. Purchases of relevant memberships, subscription, and resources such as publications will be considered on an ongoing basis.

There is delegated authority already setup for the Clerk to approve and book training courses with the joint agreement of the relevant committee chairman and council chairman as required.

### **Evaluation of training efficiency**

All training undertaken will be subsequently evaluated by the Clerk & RFO to gauge its relevance and effectiveness. Training will be reviewed considering changes to legislation or any quality systems relevant to the council, its services, new qualifications, new equipment, complaints received, incidents which highlight training needs and requests from councillors and staff.

The Clerk & RFO will maintain a record of training attended by all councillors and staff.

### **Equalities Act 2010 updates on sexual harassment (October 2024)**

Changes in the act now require employers to take “reasonable steps” to prevent sexual harassment of their employees.

If sexual harassment has taken place the employer must take steps to stop this happening again.

When considering training and development of staff and Cllrs the council should consider any risks to staff where sexual harassment may be an intended, or unintended consequence.

Steps must be taken to stop this from happening again.

The council's full policy on preventing sexual harassment should be used in conjunction with this policy.

You can view the equality act here [Equality Act 2010](http://www.legislation.gov.uk/ukpga/2010/15/contents)  
[www.legislation.gov.uk/ukpga/2010/15/contents](http://www.legislation.gov.uk/ukpga/2010/15/contents)

### Version control

<b>CPC Training &amp; Development Policy V1</b>	Clair Wilkinson Clerk to Council	Adopted at Full Council. April 2023	Review: April 2025
<b>V2. Removed references to "Chief Exec". Updated for sexual harassment legislation</b>	Clair Wilkinson Clerk to Council.	Added to June 25 Full Council agenda	Review: June 2027